



JUDICIAL BRANCH CERTIFICATION COMMISSION
Office of Court Administration

Process Server Certification

General Fees Remittance Form

Please Type or Print Legibly

Please check the appropriate box below:

☐ Certification Card Replacement Fee **\$5.00**

☐ Other Fee [\$] Reason:

Payments must be in the form of a check, money order, or cashier's check, payable to the Office of Court Administration to: P O Box 12066, Austin, TX 78711-2066 or 205 W. 14th, Ste. 600, Austin, TX 78701.
(Physical address is for overnight or hand delivery only.)

(All fields must be completed. Notification to applicants will be sent via email.)

Applicant Information	
Applicant Name:	
Certification #:	
Certification Expiration Date:	

Mailing Address:					
(Include city, state and zip)					
Phone #:		Fax #:		Email Address:	

Signature of Applicant

Date